



6 May 2005

Administrative instruction amending administrative instruction ST/AI/2001/2

Appointments of limited duration

1. Pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of implementing General Assembly resolution 59/268 of 23 December 2004, the Under-Secretary-General for Management amends administrative instruction ST/AI/2001/2, entitled "Appointments of limited duration", as follows:

Section 5.5 (b), governing paternity leave, is replaced by the following text:

"5.5 (b) The father may be granted special leave with full pay to be used as paternity leave in accordance with the following conditions:

(i) Paternity leave shall be granted in respect of a child born on or after 23 December 2004, provided that the staff member was in service at the time of the birth. As a transitional measure, paternity leave shall also be granted, upon the request of the staff member, in respect of a child who was less than one year old on 23 December 2004 when General Assembly resolution 59/268 was adopted, provided the leave is completed by 30 September 2005;

(ii) The staff member should submit the request for leave through the supervisor to the executive or local personnel office at least one month before the commencement of the proposed leave;

(iii) If the request for leave is submitted after the birth of the child, it must be accompanied by a birth certificate. If the request is submitted prior to the birth of the child, it must be accompanied by a certificate from a licensed medical practitioner or midwife indicating the expected date of delivery and subsequently supplemented by a birth certificate;

(iv) The staff member may request leave for a total period of up to four weeks or, in the case of an internationally recruited staff member serving at a non-family duty station, up to eight weeks. In exceptional circumstances, such as the incapacity or death of the mother, inadequate medical facilities or complications encountered at time of pregnancy or after the birth, the staff member may request leave for a total period of up to eight weeks. Decisions regarding the adequacy of medical facilities at the duty station to treat the medical condition of the mother or the



existence of medical complications shall be made upon the recommendation of the authorized United Nations medical officer at the staff member's duty station. For the purposes of the present instruction, a 'non-family duty station' means a special peacekeeping, political or humanitarian mission or a duty station where security phase III or above is in effect on the date of birth of the child;

(v) The staff member may take the leave either continuously or in separate periods up to the maximum entitlement during the year following the birth of the child, provided that it is completed during that year. Where the mother is also a staff member, leave may be taken either at the same time as post-delivery maternity leave or after the mother has returned to work;

(vi) The entitlement to special leave with full pay for paternity leave purposes may be used only once during each 12-month period;

(vii) Payment of mission subsistence allowance shall be subject to the provisions of the administrative instruction on mission subsistence allowance."¹

2. The present instruction shall enter into force on 16 May 2005.

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¹ ST/AI/1997/6.